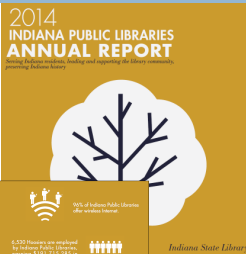# 2015 PUBLIC LIBRARY ANNUAL REPORT WORKSHOP

Jennifer Clifton - November 2015
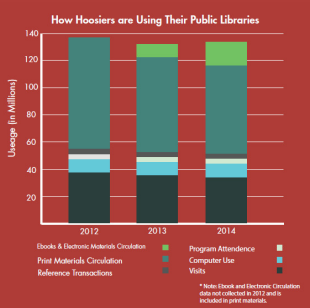

What is the purpose of the Annual Report?

- Required by state (590 IAC 6-1-4)
- ISL Statistics
  - Useful for year-to-year comparisons (and history!)
  - Library-to-library comparisons
  - Identifying trends

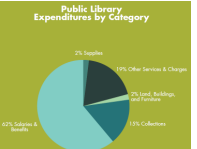2014
INDIANA PUBLIC LIBRARIES
ANNUAL REPORT

Indiana State Library

Bringing the stats to life
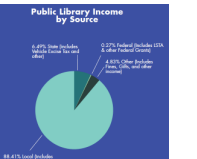
IMLS Public Libraries Survey

4

- The only annual, comprehensive, national survey about what's going on in public libraries.
- 'Compare Libraries' tool
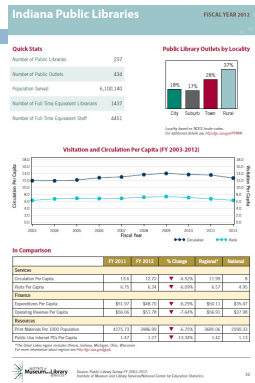
What's Changed for 2015?

5

- New questions:
  - Expanded definitions for reference, eBooks
  - More will be prefilled (including Evergreen Transits)
  - ILL Net Lending calculation
  - Signature page is now included in report.

- Some questions reworded for clarity

Timeline

6

- Survey open:
  - December 15th through **February 1st**

Navigating the Survey

7

- ☐ Login instructions will be sent to directors via email in mid-December.
- ☐ Click on the question number for help
  - ☐ Disable pop-up blockers
- ☐ Use "Back," "Next," or the side menu to navigate through the 15 sections Back Next
- ☐ Click "Save" and "Logout" to close and return to report at any time Save
- ☐ Click "SHOW LAST YEAR'S ANSWERS" to see what was input last year SHOW LAST YEAR'S ANSWERS
- ☐ Don't wait until the last minute!

Your Bibliostat homepage

8

- ☐ Tabbed Navigation
  - ☐ Home
  - ☐ Survey - 2015
  - ☐ Status
  - ☐ Printing
  - ☐ Frequent Questions
  - ☐ Instructions
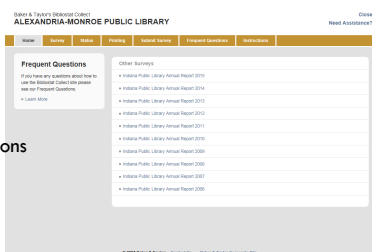
Need to explain something?

9

- ☐ Edit Checks- automatic edit checks will catch inconsistencies or major changes from previous year's data
  - ☐ Now- Bibliostat
  - ☐ Later- Census
- ☐ "Flag" a question to come back to it 🚩
- ☐ Use the "Federal note" to explain any discrepancies
- ☐ It's recommended to do this now, or I'll be pestering you next summer. ☹

Need technical help with survey?

10

1. Confirm it is not a local issue first- check with your IT person/department
2. Contact ISL – 1-800-451-6028
3. Call Bibliostat - 1-866-785-9935

Instructions

11

You are reporting on the **2015** calendar year.

Exceptions: give the most current (e.g. 2016) information for:
- Respondent/contact identification,
- Hours of operation,
- Assessed valuation and tax rate,
- Library board members, and
- Hourly salary for salary section and benefits

- If the exact data are not known for any item, please estimate data (and indicate in note that it is an estimate). Estimates are very important.
- Enter "0" if the correct entry for an item is zero or "none".
- Enter "N/A" if you know a particular data item is not "0" but you don't know what it is and are unable to estimate it.

COLOR KEY

12

0X-001	Question
0X-002	**Standards Question**
0X-003	Prefilled
0X-004	Prefilled & Locked (Contact ISL w/changes)
0X-005	Calculated total

13 Part 1 - General Information

Changes:
- Additional help re: download speeds

Part 1 - General Information

14

01-001	Name of the person preparing this report.
01-002	Preparer's phone number.
01-003	Time zone in which library district headquarters is located.
01-004	Library Name
01-005	Library Class
01-006	Library Director
01-007	Street Address
01-008	City
01-009	ZIP
01-010	Is your mailing address the same as the address above?
01-011	Mailing Address
01-012	Mailing City
01-013	Mailing ZIP

Part 1 - General Information

15

01-014	Congressional District Number	
01-015	Phone	
01-016	FAX	
01-017	**Does your library have an answering machine, voice mail or other similar technology?**	**Y/N**
01-018	**Library URL**	
01-019	**Does your library have a public library E-mail address or other means of electronic contact listed on the library's website?**	**Y/N**

Part 1 - General Information

16

Building Questions

01-020 The year the current central building was built
01-021 Year of the most recent structural addition or
         alteration to current central building.
01-022 Square footage of the central building?

01-023 Click here to complete Central Library daily hours.

---

17 Central Library

Part 1 - General Information

18

Hours

01-023 Click here to complete Central Library daily hours

        01-024 Monday opening time
        01-025 Monday closing time
        01-026 Tuesday opening time
        01-027 Tuesday closing time

        01-034 Saturday opening time
        01-035 Saturday closing time
        01-036 Sunday opening time
        01-037 Sunday closing time

Part 1 - General Information

19

01-038 **Total open hours for Central Library during a typical week.**

01-039 **Total number of hours the Central Library is open after 6:00 p.m. per week.**

01-040 **Total number of hours per week that the Central Library is open on Saturday.**

01-041 **Total number of hours per week Central Library is open on Sunday.**

01-042 **Number of Weeks Per Year Central Library was open in 2015**

01-043 **Total Central Library Hours Open per Year**

Part 1 - General Information

20

Internet Access

01-044 **Does the library have Internet Access?** **Y/N**

01-045 What type of Internet Access is available in the Central Building?

01-046 **Specify the speed of Internet Access in the Central Building. Use www.speedtest.net to determine speed.**
(…or use the speed test of your choice)
*Recommended testing time- 12 Noon

---

21 Branches

• No changes here.
• Use Remove Group/Add Group to remove or add branches. 🔴 Remove Group 🟢 Add Group

Part 1 - General Information

22

01-200 Total number of Branches
- 01-200a   Branch Name
- 01-201a   Branch Street Address
- 01-202a   Branch City
- 01-203a   Branch County
- 01-204a   Branch Zip
- 01-205a   Is your mailing address the same?
- 01-206a   Branch Mailing Address
- 01-207a   Phone
- 01-208a   Fax
- 01-209a   Total Square Footage of Branch
- 01-210a   Year Built
- 01-211a   Year of the most recent structural addition or alteration to branch building

Part 1 - General Information

23

01-212a   Number of Weeks per Year Individual Branch is Open

- 01-213a   Monday opening time
- 01-214a   Monday closing time
- -------------
- 01-225a   Sunday opening time
- 01-226a   Sunday closing time

01-227a   Total open hours for the Branch Library during a typical week.

Part 1 - General Information

24

- **01-228a   Does the Branch library have Internet Access? Y/N**
- 01-229a   What type of Internet Access is available in the Branch library?
- **01-230a   Specify the speed of Internet Access in the Branch library.**
- **01-231a   Number of wireless hubs located in the branch library?**

25 Bookmobiles

- Use Remove/Add Group to remove/add bookmobiles. ⊖ Remove Group ⊕ Add Group

Part 1 - General Information

26

01-300   Total Number of Bookmobiles   *(If 0, skip these questions!)*
Individual Bookmobile Information
01-301a Bookmobile Name
01-302a Street Address
01-303a City
01-304a County
01-305a Zip
01-306a Is your Mailing address the same?
01-307a Mailing Address
01-308a Phone
01-309a Fax
01-310a Total hours per week
01-311a Number of Weeks Bookmobile is Open
01-312a Does the Bookmobile have Internet Access?
01-313a What type of Internet Access is available in the Bookmobile?
01-314a Specify the speed of Internet Access in the Bookmobile
01-315a Number of wireless hubs located in the Bookmobile?
01-316   Total Annual Hours of all Bookmobiles

Part 1 - General Information

27
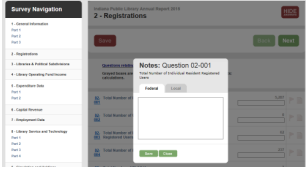
01-500   Total System Public Service Hours
                per Year

                (Central + Branches + Bookmobiles)

Part 2 – Registrations

28

- No changes here
- Please explain any big changes to your registration numbers in a Federal note.

Part 2 – Registrations

29

02-001	Total Number of Individual Resident Registered Users
02-002	Total Number of Users from Contracting Areas
02-003	Total Number of Individual Non-Resident (non-taxed) Registered Users
02-004	Total Number of Reciprocal Users
02-005	Total Number of PLAC Users
02-006	Total Number of Non-Resident Cards Issued to Student Users
02-007	Total Number of Non-Resident Cards Issued to School Employees
02-008	Total Number of Non-Resident Cards Issued to Library Employees
02-009	**Amount of Individual Non-Resident Fee**
02-010	Date Library Board adopted this fee
02-011	**Does your library purge or mark inactive patron files at least every three years?** **Y/N**

Part 3 – Public Libraries and Political Subdivisions Served

30

- No changes here

Part 3 – Public Libraries and Political Subdivisions Served

31

2010 Census figures are used for all calculations

03-001   County Name of Primary County
03-002   Total Assessed Valuation for Library District
03-003   Operating Tax Rate
03-004   Source year for data
03-005   BIRF/Lease Rental Tax Rate
03-006   LCPF Tax Rate
03-007   Did your library roll the LCPF into the operating tax rate?   **Y/N**
03-008   County Name for additional county
03-009   Total Assessed Valuation for additional county
03-010   Operating Tax Rate for additional county
03-011   BIRF/Lease Rental Tax Rate
03-012   LCPF Tax Rate

Part 3 – Public Libraries and Political Subdivisions Served

32

03-013   Total district population without contract
03-014   Total district population with contracts
03-015   Political Subdivision Name
03-016   Type of Political Unit (Taxed Units 1, 2, 3, 4, 9, 11, 12 Only)
03-017   Population 2010 Census (Taxed & Served)
03-018   Type of Political Unit (Contracting Units 5, 6, 7, 8, 10 Only)
03-019   Population 2010 Census (Served by Contract)

Part 3 – Public Libraries and Political Subdivisions Served

33

- Some notes:
  - 03-008 – Additional County info is only required of libraries crossing county lines and the 4 county-contractuals
  - 03-016 Type of Political Unit - Taxed Units
    - 1 (city/town)
    - 2 (more than 1/2 of county)
    - 3 (total county)
    - 4 (township merged)
    - 9 (township validated)
    - 11 (endowed)
    - 12 (county contractual) Only
  - 03-018 Type of Political Unit - Contracting Units
    - 5 (Township, partial, served by contract)
    - 6 (Township served by contract)
    - 7 (Township taxed to pay contract)
    - 8 (Township, partial, taxed to pay contract)
    - 10 (Town served by contract) Only

34 Part 4 – Library Operating Fund Income

- No changes here

Part 4 – Library Operating Fund Income

35

Local Government Operating Fund Income

04-001	Property Tax or CEDIT Operating Fund Income from Library Tax Rate
04-002	CAGIT Property Tax Replacement Credit
04-003	CAGIT Certified Shares
04-004	CAGIT Special Fund
04-005	County Option Income Tax (COIT)
04-006	Contractual Revenue Received for Service
04-007	Local Option Income Tax (LOIT)
04-008	Total Local Operating Fund Income

Part 4 – Library Operating Fund Income

36

State Government Operating Fund Income

04-009	Financial Institutions Tax (FIT)
04-010	License Vehicle Excise Tax (LVET)
04-011	Commercial Vehicle Excise Tax (CVET)
04-012	Other State Operating Fund Income
04-013	Source(s):
04-014	Total State Operating Fund Income

Part 4 – Library Operating Fund Income

37

Federal Government Operating Fund Income
04-015   LSTA Grants *(Operating Fund)*
04-016   Name of Non-Operating Fund
04-017   Amount of LSTA grant placed in Non-Operating Fund
04-018   Other Federal Grants Operating Fund Income
04-019   List Source
04-020   Total Federal Operating Fund Income

Part 4 – Library Operating Fund Income

38

Other Operating Fund Income
04-021   PLAC Reimbursement
04-022   Fines and Fees
04-023   Interest on Investments
04-024   Gift Receipts Operating Fund Income
04-025   Private and Public Foundation Grants Operating Fund Income
04-026   Miscellaneous Operating Fund Income.
04-027   Source(s)
04-028   Total Public and Private Foundation Grants Income (deposited into any fund)
04-029   Total Other Operating Fund Income
04-030   Total Operating Fund Income

Part 5 – Operating Fund Expenditure Data

39

•No changes

Part 5 – Operating Fund Expenditure Data

40

Operating Fund Expenditures
05-001 Salaries/Wages of All Library Staff
05-002 Employee benefits
05-003 Other Personal Services

05-004 Total Personal Services

05-005 Total Staff Expenditures

Part 5 – Operating Fund Expenditure Data

41

Other services and charges
05-006 Total Supplies
05-007 Professional Services
05-008 Communication and Transportation
05-009 Printing and Advertising
05-010 Insurance
05-011 Utility Services
05-012 Repairs and Maintenance
05-013 Rentals
05-014 Debt Service
05-015 Lease Rental
05-016 Other
05-017 Total Other Services and Charges

Part 5 – Operating Fund Expenditure Data

42

Capital Outlays from Operating Fund Expenditures

05-018 Land
05-019 Buildings
05-020 Improvements Other Than Buildings
05-021 Furniture and Equipment

**05-022 Capital Outlays for Public Access Computers,
electronic reading and electronic media devices**

Part 5 – Operating Fund Expenditure Data

43

Operating Fund Expenditure Data
05-023   Books (Include Book Lease)
05-024   Periodicals and Newspapers
05-025   Nonprinted (Physical) Materials, Microforms & AV, not Electronic
05-026   Ebook and Electronic database licensing/purchase/lease expenditures.
05-027   Electronic Physical Format, including Playaways and Ebook readers

Part 5 – Operating Fund Expenditure Data

44

Non-Operating Fund Library Materials Expenditure Data
05-028   Books (Include Book Lease)
05-029   Periodicals and Newspapers
05-030   Nonprinted (Physical) Materials, Microforms & AV, not Electronic
05-031   Ebook and Electronic Database licensing/purchase/lease expenditures
05-032   Electronic Physical Format (playaways, ebook readers, etc)

Part 5 – Operating Fund Expenditure Data

45

05-033   Total Expenditures for Print Materials
05-034   Total Expenditures for Electronic Materials
05-035   Total Expenditures for Other Materials
05-036   Total Expenditures for Collections
05-037   Total Operating Fund Capital Outlays

Part 5 – Operating Fund Expenditure Data

46

05-038 **Total Operating Fund Expenditures for Collection Development**

05-039 **Total Non-Operating Fund Expenditures for Collection Development**

05-040 **Public Access Computers, electronic reading and electronic media devices from all non-operating funds**

_____

_____

_____

_____

_____

_____

_____

Part 5 – Operating Fund Expenditure Data

47

05-041 **Total Operating Fund Expenditures**

05-042 **Other Operating Expenditures**

05-043 **Total Operating Expenditures**

05-044 Total Capital Fund Expenditures

_____

_____

_____

_____

_____

_____

_____

Part 5 – Operating Fund Expenditure Data

48

Non-Resident Fee Standard

05-045 **Total Collection Expenditures**

05-046 **Total _2014_ Operating Expenditures per capita _(for this year's standards calculation)_**

05-047 **Difference between OE per capita minus Non-Resident fee**

05-047a **Does your library's non-resident fee meet the standard? (Y/N)**

05-048 **Total _2015_ Operating Expenditures per capita _(for next year)_**

_____

_____

_____

_____

_____

_____

_____

Part 5 – Operating Fund Expenditure Data

49

<u>Collection Development Standard</u>

05-049   **Collection Development Expenditure as a percentage of Operating Expenditure**

---

50   ## Part 6 – Capital Revenue

- No changes here

What is Capital Revenue?

51

PLS Definition:

- Report all revenue to be used for **major capital expenditures,** by source of revenue. Include funds received for:
  - **Site acquisition**
  - **NEW buildings**
  - **Additions to or renovation** of library buildings
  - **Furnishings, equipment, and initial collections (print, non-print, and electronic) for a building that is NEW or renovated.**
  - Computer hardware and software used to support library operations, to link to networks, or to run information products *(MAJOR projects or for a building that is new or renovated)*
  - **New vehicles;** and
  - Other **one-time major projects.**
- Exclude revenue for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.
- Exclude income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover).

Part 6 – Capital Revenue

52

06-001 Local government capital revenue

06-002 State government capital revenue

06-003 Federal government capital revenue

06-004 Other capital revenue

06-005 Total Capital Revenue

---

53 Part 7 - Employment Data

• No changes here

Part 7 - Employment Data

54

07-001	Total number of all librarians with an ALA-MLS
07-002	Total hours paid per week for all ALA-MLS librarians
07-003	FTE for all librarians with an ALA-MLS
07-004	Total number of all librarians, **including** ALA-MLS librarians
07-005	Total hours paid per week for all librarians, including ALA-MLS librarians
07-006	FTE for all librarians
07-007	Total number of all other paid staff
07-008	Total Hours paid per week for all other paid staff
07-009	FTE for all other paid staff
07-010	Total number of all paid staff
07-011	Total hours paid per week for all paid staff
07-012	FTE for all paid staff
07-013	Number of hours per week considered to be full-time employment in your library?

55 Part 8 – Library Service and Technology

- Some questions reworded for clarification
- New questions- Evergreen (prefilled) and Net Lending rate calculation

---

Part 8 – Library Service and Technology

56

Interlibrary Loans

08-001   Number of interlibrary loan items (loans and photocopies) your library has **provided to** other Indiana libraries.

NEW: *08-001a   Evergreen Transits to other libraries (number will be supplied by the Indiana State Library)*

08-002   Number of interlibrary loan items (loans and photocopies) your library has **borrowed from** other Indiana libraries.

NEW: *08-002a   Evergreen Transits received from other libraries (number will be supplied by the Indiana State Library)*

NEW: *08-002b   Net Lending Rate (Number of items loaned divided by number of items borrowed)*

Part 8 – Library Service and Technology

57

Programs

Library Programs Children's (0-11 years) Programs
08-003   **Number of children's (0-11years) programs held in the library**
08-004   **Number of children's (0-11 years) programs held outside of the library**

Library Programs Young Adult (12-18 years) Programs
08-005   **Number of young adult (12-18yrs) programs held in the library**
08-006   **Number of young adult (12-18 yrs) programs held outside of the library**

Library Programs Adult (18+ years) Programs
08-007   **Number of adult (18+ yrs) programs held in the library**
08-008   **Number of adult (18+ yrs) programs held outside of the library**

General Programs
08-009   **Number of general (all ages) programs held in the library**
08-010   **Number of general (all ages) programs held outside of the library**

Part 8 – Library Service and Technology

58

08-011   Total number of non-library sponsored programs

08-012   Total number of all library-sponsored programs

Part 8 – Library Service and Technology

59

Program Attendance

08-013   Attendance at Children's (0-11 years) programs held in the library

08-014   Attendance at Children's (0-11 years) programs held outside of the library

Repeats for:

- *Young Adult (12-18 yrs) Programs*
- *Adult (18+ yrs) Programs*
- *General (All ages) Programs*

Attendance Totals

08-021   Total attendance at non-library sponsored programs

08-022   Total children's program attendance

08-023   Total young adult program attendance

08-024   Total program attendance at library-sponsored programs

Part 8 – Library Service and Technology

60

08-025   How many weeks of a Summer Reading Program for Children did your library offer at each fixed location?

08-026   Total number of annual visits in the library ⚠

08-027   Total number of reference transactions per year ⚠
(see newly expanded definition – "unscheduled individual instruction")

Electronic Collections (renamed)

08-028   Number of State Licensed Databases (INSPIRE)

08-029   Number of local and other (Not INSPIRE) licensed databases

08-030   Name(s) of public use/commercial databases to which the library subscribes

08-031   Total electronic collections

Part 8 – Library Service and Technology

61

Public Computers

08-032   Public Internet-connected computers uses per year
08-033   Number of wireless hubs located in the central building?
08-034   Total number of wireless hubs, system-wide
08-035   Number of wireless internet uses per year
08-036   Number of Internet connected public computers, system-wide.
08-037   Number of scanners available for the public, system-wide.
08-038   Number of Internet connected staff computers, connected to a printer.
08-039   Number of persons potentially served by each public computer (Same question, just reworded…)

Part 8 – Library Service and Technology

62

Library System Automation

08-040   Does your library have an automated bookkeeping system?   **Y/N**

08-041   Name of bookkeeping system.

08-042   Brand and version of integrated library system (ILS)

08-043   Is your library catalog available online?   Y/N

63

Part 9 - Circulation and Holdings

- Just some updated definitions (eBooks)

Part 9 - Circulation and Holdings

64

09-001   Total circulation of All Materials
09-002   Circulation of All Children's Materials
09-003   Circulation of Electronic Materials *(e.g. E-books circulated or electronic collection materials downloaded annually)*
09-004   Total In-house Usage of Materials
09-005   Number of Electronic Book Reading or Music Playing Devices Circulated Annually

---

Part 9 - Circulation and Holdings

65

Selected Holdings
09-007   Books, Physical Units

09-008 Does the library belong to an Ebook consortium?
09-009 Name of Ebook Consortium

09-010 Electronic books (E-books) (LOCAL HOLDINGS
09-011 Electronic books (E-books) (CONSORTIUM HOLDINGS)
09-012 Electronic books (E-books) (TOTAL)

What's an eBook?

66

Per PLS:
- Report the number of units. Report only items that have been **purchased, leased or licensed** by the library, a consortium, the state library, a donor or other person or entity.
- Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange.
- Do not include items that are permanently retained by the patron; count only items that have a **set circulation period** where it is available for their use.
- Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

22

Part 9 - Circulation and Holdings

67

A/V Material Holdings:

09-013 Video Materials - Physical Units
09-014 Video Materials - Downloadable Titles (LOCAL HOLDINGS)
09-015 Video Materials - Downloadable Titles (CONSORTIUM HOLDINGS)
09-016 Video Materials - Downloadable Titles (TOTAL)

09-017 Audio Materials - Physical Units
09-018 Audio Materials - Downloadable Titles (LOCAL HOLDINGS)
09-019 Audio Materials - Downloadable Titles (CONSORTIUM HOLDINGS)
09-020 Audio Materials - Downloadable Titles (TOTAL)

Part 9 - Circulation and Holdings

68

09-021 Electronic (Physical) Format
09-022 Number of Electronic Book Reading or Music
　　　　Playing Devices Owned by the Library
09-023 Current Serial Subscriptions

Part 10 - Library Board

69

- No changes here.
- Provide most current info available.
- We have pre-filled last year's info. Please verify and update as needed.
- Be sure to only list a treasurer OR treasurer/employee (NOT BOTH)
- Provide any updates throughout the year to ISL.

Part 10 - Library Board

70

10-0001	Position
10-0002	First Name
10-0003	Middle Initial/Name
10-0004	Last Name
10-0005	Home address
10-0006	City
10-0007	Zip Code
10-0008	E-mail address
10-0009	Appointing Authority
10-0010	Date that the current term expires
10-0011	Number of consecutive terms
10-0012	Date of initial appointment (REPEATS…)
10-991	When does the regular library board meeting take place?
10-992	What is the time of the regular library board meeting?

71

Part 11 - Salary Section

- Provide most current information (e.g. 2016 salaries, if known)
- Provide info for positions not currently occupied

Part 11 - Salary Section

72

11-001 Annual salary of the Director
11-002 Does the Director have an employment contract? **Y/N**
11-003 What is the current level of certification for the library Director?

Job Title	Cert. Level	Min Hourly	Max Hourly
11-004 Assistant or Associate Director		$	$
11-008 Department Head, Manager or Supervisor		$	$
11-012 Branch Head		$	$
11-016 Administrative Assistant		$	$
…			
Other			

Part 11 - Salary Section

`73`

Employee Fringe Benefit Information - <u>Full-time Employees</u>
11-501	PERF	**Y/N**
11-502	Deferred Compensation	**Y/N**
11-503	Health Insurance	**Y/N**
11-504	Health Savings Account (HSA)	**Y/N**
11-505	Dental Insurance	**Y/N**
11-506	Life Insurance	**Y/N**
11-507	Vision Insurance	**Y/N**
11-508	Disability	**Y/N**
11-509	Paid Time off for Continuing Education	**Y/N**
11-510	Reimbursement for Continuing Education	**Y/N**
11-511	Other1 (specify)	
11-512	Other2 (specify)	

Part 11 - Salary Section

`74`

Employee Fringe Benefit Information - <u>Part-time Employees</u>
11-513	PERF	**Y/N**
11-514	Deferred Compensation	**Y/N**
11-515	Health Insurance	**Y/N**
11-516	Health Savings Account (HSA)	**Y/N**
11-517	Dental Insurance	**Y/N**
11-518	Life Insurance	**Y/N**
11-519	Vision Insurance	**Y/N**
11-520	Disability	**Y/N**
11-521	Paid Time off for Continuing Education	**Y/N**
11-522	Reimbursement for Continuing Education	**Y/N**
11-523	Other1 (specify)	
11-524	Other2 (specify)	

Part 11 - Salary Section

`75`

<u>Paid days off per year –</u>
Full-time Librarian
11-525	Number of Vacation Days
11-526	Number of Sick Days
11-527	Number of Personal Days
11-528	Holidays
11-529	Funeral/Bereavement
11-530	Other Days (specify)

…Repeats for   Part-Time Librarian
                      Full-Time Support Staff
                      Part-Time Support Staff

76 | Part 12 - PLAC Loans

- No changes here
- Don't report any PLAC loans to your own library
- Don't include reciprocal loans or nonresident loans (unless using PLAC card)
- You do NOT need to enter "0" for libraries with no loans- just skip them! ☺

Part 12 - PLAC Loans

77

| 12-001 | Did your library make any PLAC loans? | **Y/N** |

12-002 Adams Public Library System
12-003 Akron Carnegie Public Library
12-004 Alexandria-Monroe Public Library
12-005 Alexandrian Public Library
...
12-238 Yorktown Public Library

12-239 Total PLAC Loans

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78 | Part 13 - Compliance with Standards for Public Libraries

- Answer very carefully.
  - "No" responses *may* trigger a communication from ISL.
- Use the clarification prompts, federal notes, or Part 14 to explain any "standards issues."

Part 13 - Compliance with Standards for Public Libraries

79

13-001 Does your library comply with Public Library Law IC 36-12? **Y/N**

13-002 If the answer to 13-001 is NO, explain:

13-003 Does your library comply with other Indiana laws that affect municipal corporations? **Y/N**

13-004 If the answer to 13-003 is NO, explain:

13-005 Does your library comply with all federal laws affecting employment practice? **Y/N**

13-006 If the answer to 13-005 is NO, explain:

Part 13 - Compliance with Standards for Public Libraries

80

13-007 Are all newly constructed and existing library facilities in compliance with local, state, and federal building and health and safety codes? **Y/N**

13-008 If the answer to 13-007 is NO, explain:

13-009 Does the library comply with provisions of the federal Americans with Disabilities Act to make its physical and digital services available to everyone? **Y/N**

13-010 If the answer to 13-009 is NO, explain:

Part 13 - Compliance with Standards for Public Libraries

81

13-011 Do the library board and the director maintain separate functions? **Y/N**

13-012 Is the board responsible for governance and policy? **Y/N**

13-013 Is the director responsible for administration, operation and management of the library? **Y/N**

13-014 Does the director work full-time? **Y/N**

13-015 Does the Director have the required certification under 590 IAC 5? **Y/N**

Part 13 - Compliance with Standards for Public Libraries

82

With the advice and recommendations of the library director, has the library board adopted the following policies and procedures?

13-016	An annual classification of employees	Y/N
13-017	Schedules of salaries	Y/N
13-018	A proposed library budget	Y/N
13-019	Library policies	Y/N

Part 13 - Compliance with Standards for Public Libraries

83

13-020	Has the library board adopted the written employment practices dealing with recruitment?	Y/N
13-021	. . . selection?	Y/N
13-022	. . . appointments?	Y/N
13-023	. . . personnel actions?	Y/N
13-024	. . . salary administration?	Y/N
13-025	. . . employee benefits?	Y/N
13-026	. . . the conditions of work?	Y/N
13-027	. . . leaves?	Y/N

Part 13 - Compliance with Standards for Public Libraries

84

13-028	Does the library board adhere to the current approved principles provided by the Indiana State Library for library trustees?	Y/N
13-029	…have current, written bylaws that state its purpose and its operational procedures?	Y/N
13-030	Do the bylaws specifically state rules governing conflicts of interest issues?	Y/N
13-031	Do the library bylaws specifically state rules governing nepotism?	Y/N
13-032	Have the bylaws been reviewed by the board in the last three (3) years?	Y/N
13-033	Has a copy of the current version of the bylaws, along with all of the amendments approved by the library board been submitted to the Indiana State Library?	Y/N

Part 13 - Compliance with Standards for Public Libraries

85

13-034   **Does your library have a written collection development plan?**   **Y/N**

13-035   **Does your library have a written circulation policy detailing the principles of access for all library materials and service?**   **Y/N**

13-036   **Does your library provide support for continuing education for staff and trustees?**   **Y/N**

Part 13 - Compliance with Standards for Public Libraries

86

Long Range Plan

13-037   **Does the library have a written long-range plan of service?**   **Y/N**

13-038   **Which year did your current long range plan begin?**

13-039   **Which year does your current long range plan end?**

13-040   **Has your long-range plan been updated in the last three (3) to five (5) years (depending on the length of the plan?**   **Y/N**

Part 13 - Compliance with Standards for Public Libraries

87

13-041   **Have copies of the plan, plus all updates and revisions been filed with the Indiana State Library?**   **Y/N**

13-042   **Does your long-range plan include a statement of community needs and goals?**   **Y/N**

13-043   **Does your long-range plan include measurable objectives and service in response to the community's needs and goals?**   **Y/N**

Part 13 - Compliance with Standards for Public Libraries

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Does your long-range plan include:
13-044 an assessment of facilities, services, technology, and operations? **Y/N**
13-045 an ongoing annual evaluation process? **Y/N**
13-046 a plan for financial resources and sustainability? **Y/N**
13-047 a statement of collaboration with other public libraries? **Y/N**
13-048 a statement of collaboration with other community partners? **Y/N**

Part 13 - Compliance with Standards for Public Libraries

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Technology Plan
13-049 Does the library have a written technology plan? **Y/N**
13-050 Which year did your current technology plan begin?
13-051 Which year does your current technology plan end?
13-052 Has your technology plan been updated in the last three (3) years? **Y/N**
13-053 Have copies of the plan, plus all updates and revisions been filed with the Indiana State Library? **Y/N**

Part 13 - Compliance with Standards for Public Libraries

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Does your technology plan include…
13-054 …realistic goals and strategies for using telecommunications and information technology? **Y/N**
13-055 …a professional development strategy? **Y/N**
13-056 …an assessment of telecommunication services, hardware, software, and other services needed? **Y/N**
13-057 …an equipment replacement schedule? **Y/N**
13-058 …a plan for financial resources and sustainability? **Y/N**
13-059 …an ongoing annual evaluation process? **Y/N**
13-060 …an automated, integrated library system (ILS) which conforms to a national cataloging standard? **Y/N**

Part 13 - Compliance with Standards for Public Libraries

91

<u>Resource Sharing</u>

13-061 Does your library provide interlibrary loan free of charge to other libraries within Indiana? **Answer YES if your policy is to lend, even if no loans were requested.** <u>Y/N</u>

13-062 Does your library provide interlibrary loan free of charge *to your users*? **Answer YES if your policy is to lend, even if no loans were requested.**

13-063 Does the library lend materials via a statewide reciprocal borrowing program? <u>Y/N</u>

13-064 Does the library lend materials using a local reciprocal borrowing agreement with at least one (1) other public library district within Indiana? <u>Y/N</u>

13-065 If the answer to 13-064 is yes, please list libraries with which you have reciprocal borrowing agreements.

Part 13 - Compliance with Standards for Public Libraries

92

13-066 Does the library lend materials using the OCLC Resource Sharing system? <u>Y/N</u>

13-067 Is the library a member of Evergreen Indiana? <u>Y/N</u>

13-068 How many days per week does your library receive INfo Express courier service?

Part 13 - Compliance with Standards for Public Libraries

93

Does the library provide <u>adult services</u>, including?

13-069 Programs and reference services offered by an appropriately certified librarian? <u>Y/N</u>

13-070 Access to reference materials, including INSPIRE? <u>Y/N</u>

13-071 A collection of materials for adults? <u>Y/N</u>

13-072 A space designated in the library for adult services? <u>Y/N</u>

Part 13 - Compliance with Standards for Public Libraries

94

13-073 Does the library provide an _enhanced level_ of adult service by providing:
1) One (1) or more staff, with appropriate certification;
2) Serving at least part time,
3) At each fixed location? *[All conditions must apply]*
Y/N

13-074 Does the library provide an _exceptional level_ of adult service by providing:
1) One (1) full-time staff member, or the equivalent,
2) With appropriate certification,
3) At each fixed location? *[All conditions must apply]*
Y/N

Part 13 - Compliance with Standards for Public Libraries

95

Does the library provide Young Adult services, including?
13-075	Young adult programs and reference services offered by an appropriately certified librarian?	Y/N
13-076	Access to young adult reference materials, including INSPIRE?	Y/N
13-077	A collection of materials for young adults?	Y/N
13-078	A space designated in the library for young adult services?	Y/N
13-079	Does the library provide an _enhanced_ level of service by providing: 1) One (1) or more staff, with appropriate certification, 2) Serving at least part time, 3) At each fixed location? [All conditions must apply]	Y/N
13-080	Does the library provide an _exceptional_ level of service by providing: 1) One (1) full-time staff member, or the equivalent, 2) With appropriate certification, 3) At each fixed location? [All conditions must apply]	Y/N

Does the library provide Children's services, including?
13-081	Programs and reference services offered by an appropriately certified librarian?	Y/N
13-082	A collection of materials for children?	Y/N
13-083	A space designated in the library for children services?	Y/N
13-084	Does the library provide an Enhanced level of service by providing: 1) One (1) or more staff, with appropriate certification, 2) Serving at least part time, 3) At each fixed location? [All conditions must apply]	Y/N
13-085	Does the library provide an Exceptional level of service by providing: 1) One (1) full-time staff member, or the equivalent, 2) With appropriate certification, 3) At each fixed location? [All conditions must apply]	Y/N

Part 13 - Compliance with Standards for Public Libraries

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Public Access

13-086 Are patrons who are unable to read regular print, because of visual or physical disability, provided access to large print books, Braille books, audio books, and enhanced media? Y/N

13-087 Does the library provide computers for the free use of all persons regardless of residency? Y/N

13-088 Does your library provide a means for the public to make copies at each location? Y/N

Part 13 - Compliance with Standards for Public Libraries

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Webpage

Does your library's webpage include…

13-089	…current hours of operation?	**Y/N**
13-090	…a physical address for your library?	**Y/N**
13-091	…a map for each fixed location?	**Y/N**
13-092	…a public telephone number?	**Y/N**
13-093	…a public e-mail address or other means of electronic contact?	**Y/N**
13-094	…a link to INSPIRE and other free electronic resources?	**Y/N**
13-095	…publicly posted policies, including, but not limited to, circulation policies, fees, and internet use policies?	**Y/N**

Part 13 - Compliance with Standards for Public Libraries

98

13-096 Has your Internet Policy been reviewed by the board in the last year? Y/N

13-097 Does your library's webpage include a link to the library's online public access catalog? Y/N

13-098 Does your library's webpage include a calendar or list of events and programs which is _updated at least monthly_? Y/N

99

Part 14 - Statement of Intent to Comply with Standards

• Please explain any NO answers given in Part 13.

• Please include the question number (##-###) and an explanation for each question where you answered "NO" to any question in Part 13.

100 Part 15 - Supplement

- All new

Part 15 - Supplement

101

- □ Consultants
  - □ Name, Type, and contact info
  - □ Use Remove/Add Group to add more
- □ Outreach
  - □ Homebound Services
  - □ Deposit Collections
  - □ Retirement Centers
  - □ Schools
  - □ Day Cares
  - □ Institutions
  - □ Other
  - □ Community Events

Part 15 - Supplement

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- □ Carnegie Library Updates
- □ Social Media
  - □ Links (for directory?)
  - □ "Persons Reached" – friends, followers, etc.
- □ Digital Materials
  - □ Ebooks and media that doesn't fit definition of collection. May include services like Freegal, Freading, hoopla, Tumblebooks, or Zinio
- □ SRCS – Sign up for info

NEW: Certification

- Last section of report.
- Click link to open and print page.
- Sign, give to Board President to review, sign.
- Mail to ISL. If completing report at the last minute, please drop in mail on February 1st.

Submitting the report

- "Status" tab- Clear up any edit checks

Submitting the report

- "Submit Survey" tab- Click the green button!

106 That's all!

2015 INDIANA PUBLIC LIBRARIES ANNUAL REPORT

FINISHED

Questions?

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Comments?

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Contact us:
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